

# PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

<b>Supplier</b>	<b>SHROFF INTERNATIONAL TRAVEL CARE, INC.</b>	<b>P. O. No.</b>	NCR-24-059
<b>Address</b>	Unit 606, 609 & 610 Civic Prime Bldg., Filinvest Corp. City Alabang, Munt. City	<b>Date</b>	July 15, 2024
<b>Telephone</b>	0917-833-261 / (02) 8293-4052	<b>Mode of Procurement :</b>	NP 53.9 - Small Value Procurement

**Gentlemen :**

Please furnish this office the following articles subject to the terms & conditions contained herein:

<b>Place of Delivery :</b>	Puerto Princesa City, Palawan	<b>Delivery Term :</b>	Seven (7) days
<b>Date of Delivery :</b>	July 18-24, 2024	<b>Payment Term :</b>	Government Procedure

Stock No.	Unit	Quantity	Description	Unit Cost	Amount																																																					
	LOT	1 (One)	<p style="text-align: center;"><b>AIR, GROUND HANDLING AND TRANSPORT SERVICES</b></p> <p><b>PROJECT NAME : 2ND CENTRAL PHILIPPINES TRAVEL EXPO</b></p> <p><b>I. BRIEF BACKGROUND :</b> After the successful conduct of the 1st Central Philippines Tourism Expo last June 16-18, 2023, at the Iloilo Convention Center (ICON), Iloilo City, The Department of Tourism - National Capital Region is set to participate in the 2nd edition of the Central Philippines Tourism Expo (CPTEx) with the theme "The Center for Philippine Tourism Sustainability and Conservation" on July 18-24, 2024 at SM Puerto Princesa City, Palawan. Organized by the CALARBAZON, MIMAROPA, Bicol, Western, Central, and Eastern Visayas Regions, the CPTEx gathers the regions together to showcase the rich culture, natural wonders, and tourism assts through the 3-day travel trade exposition. The DOT MIMAROPA, as the host region, has prepared pockets of activities as part of the event.</p> <p><b>III. SCOPE OF WORK / SPECIFICATIONS :</b></p> <p><b>Date of Engagement:</b> <b>Implementation Date :</b> July 18-24, 2024 <b>Area :</b> Puerto Princesa City, Palawan</p> <p><b>A. Air Travel for DOT-NCR Staff</b> Air travel for the following dates and details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Cost per way</th> <th>Baggage Allowance</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>July 18, 2024</td> <td>MNL -PPS (With 20kg Check in baggage)</td> <td>Php 6,872 + 40% surcharge (Php 2,748.80) x 2 pax</td> <td>19,241.60</td> </tr> <tr> <td>July 19, 2024</td> <td>MNL -PPS (With 20kg Check in baggage)</td> <td>Php 6,872 + 40% surcharge (Php 2,748.80) x 2 pax</td> <td>19,241.60</td> </tr> <tr> <td>July 22, 2024</td> <td>PPS-MNL (With 20kg Check in baggage)</td> <td>Php 7592+ 40% surcharge (Php 3,3036.80) x 3 pax</td> <td>31,886.40</td> </tr> <tr> <td>July 25, 2024</td> <td>PPS-MNL (With 20kg Check in baggage)</td> <td>Php 7592 + 40% surcharge (Php 3,3036.80) x 1 pax</td> <td>10,628.80</td> </tr> <tr> <td></td> <td>Prepaid check-in baggage (Additional 40 kg check-in)</td> <td>2 way x Php 1700/way x 3 pax</td> <td>10,200.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><b>Subtotal:</b></td> <td><b>91,198.40</b></td> </tr> </tbody> </table> <p><b>B. 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Hotel Accommodation</b></p> <ul style="list-style-type: none"> <li>- Standard Hotel</li> <li>- Air conditioned</li> <li>- Breakfast must be included</li> <li>- With internet connection</li> <li>- Hotel must be 2 km within the CPTEx event at SM Puerto Princesa City, Palawan</li> <li>- Hotel must be DOT Accredited</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Room Requirements</th> <th>Number of Rooms</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2 DOT-NCR Regional Staff (Twin-sharing) (5 nights, July 18 - 22, 2023)</td> <td>5 Nights x 1 room</td> <td rowspan="4" style="text-align: right;"><b>Php 79,398.00</b></td> </tr> <tr> <td>2 DOT-NCR Assistant Regional Director and Staff (Twin-sharing) (4 nights, July 19 - 22, 2023)</td> <td>5 Nights x 1 room</td> </tr> <tr> <td>2 Regional Stakeholders (Twin-sharing) (5 nights, June 18 - 22, 2023)</td> <td>5 Nights x 1 room</td> </tr> <tr> <td>2 Tour Operators (Twin-sharing) (4 nights, June 19 - 22, 2023)</td> <td>4 Nights x 1 room</td> </tr> </tbody> </table>	Date	Cost per way	Baggage Allowance	Total	July 18, 2024	MNL -PPS (With 20kg Check in baggage)	Php 6,872 + 40% surcharge (Php 2,748.80) x 2 pax	19,241.60	July 19, 2024	MNL -PPS (With 20kg Check in baggage)	Php 6,872 + 40% surcharge (Php 2,748.80) x 2 pax	19,241.60	July 22, 2024	PPS-MNL (With 20kg Check in baggage)	Php 7592+ 40% surcharge (Php 3,3036.80) x 3 pax	31,886.40	July 25, 2024	PPS-MNL (With 20kg Check in baggage)	Php 7592 + 40% surcharge (Php 3,3036.80) x 1 pax	10,628.80		Prepaid check-in baggage (Additional 40 kg check-in)	2 way x Php 1700/way x 3 pax	10,200.00			<b>Subtotal:</b>	<b>91,198.40</b>		Meal Requirements	Amount	DOT NCR Staff Meals	5 days X 2 pax X 3 meals	<b>Php 30,780.00</b>	4 days X 2 pax X 3 meals	Meals for Stakeholders	5 days x 2 pax x 3 meals			4 days x 2 pax x 3 meals		Room Requirements	Number of Rooms	Amount	2 DOT-NCR Regional Staff (Twin-sharing) (5 nights, July 18 - 22, 2023)	5 Nights x 1 room	<b>Php 79,398.00</b>	2 DOT-NCR Assistant Regional Director and Staff (Twin-sharing) (4 nights, July 19 - 22, 2023)	5 Nights x 1 room	2 Regional Stakeholders (Twin-sharing) (5 nights, June 18 - 22, 2023)	5 Nights x 1 room	2 Tour Operators (Twin-sharing) (4 nights, June 19 - 22, 2023)	4 Nights x 1 room		<b>207,060.00</b>
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**D. Transportation**

Puerto Princesa City, Palawan  
Use of 1 (one) Van for DOT Regional Staff for the following dates, details, and itinerary:

- 12 hours use of van per day for 4 days
- 1 unit of air-conditioned van
- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee
- 8,500/day x 5 days = 34,000.00

DATE	
18,19,21,22 July 2024	- 1 Service Vehicle for DOT Regional Staff (For Ingress, Egress, and Airport Transfers)

**Breakdown**

Air Transport	91,198.40
Meals	30,780.00
Accommodation	79,398.00
Van Hire	34,000.00
<b>Total</b>	<b>P235,376.40</b>

**Minimum requirements of Tour Operator:**

- A. Must be accredited by the Department of Tourism;
- B. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;
- C. Provision of first aid medical kit for the group;
- D. Willing to provide services on send-bill arrangement.

**Approved Budget for the Contract (ABC):**

**Php 235,376.40**

**Pesos : Two Hundred Thirty-Five Thousand Three Hundred Seventy-Six  
40/100 Only**

\* Inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges met upon completion of the project and delivery of all requirements as agreed upon.  
Government procedure and subject to appropriate government taxes

-----nothing follows-----

(Total Amount in Words)

**Pesos : TWO HUNDRED SEVEN THOUSAND AND SIXTY ONLY**  
*(inclusive of all applicable government taxes)*

**207,060.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme :

*SHEENA DE GUZMAN*  
Signature over printed name

15 Jul 2024

Date

Funds Available :

*MARIA VICTORIA S. RODRIGO*  
Acting Accountant

Acting Accountant

Very truly yours,

*SHARLENE ZABALA-BATIN*  
Regional Director, NCR Regional Office

Regional Director, NCR Regional Office

Amount : P 207,060.-

ALOBS No. 24-08-0341